

SUPSHIP

Operations

Manual

Maintenance Plan

**Rev 1.0
4 Nov 08**

SOM Maintenance Plan

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SOM Maintenance Plan

1.0 Background

Like any large printed document, keeping the SOM current has historically been a challenging and time-consuming process. No procedure had been established for routine reviews of the SOM's many source documents; the manual was not widely used in the SUPSHIP community which made the identification and reporting of necessary changes at best a hit-or-miss process; and the printing, distributing, and implementing of changes throughout the community required considerable time and expense. Much has changed in the ten years since the previous SOM was issued, and with the release of Revision 2 to the SOM as an online document, many of those challenges can be overcome.

2.0 Purpose

The purpose of the SOM Maintenance Plan is to establish a robust and disciplined process for maintaining the SOM as a "living" document; a manual that is current with the latest directives and one that users can rely upon for accurate information. Because the SOM is primarily intended for online use, this plan addresses the updating of both the SOM document and the SOM website.

3.0 Responsibilities

3.1 SEA 04/04B

SEA 04/04B is the final approval and promulgation authority for published revisions to the SOM. SEA 04/04B is also the approval authority for Major changes to the SOM (see paragraph [5.2](#) and [Appendix 1](#)).

3.2 SEA 04Z/04ZB

SEA 04Z/04ZB is responsible for overall management, content, and maintenance of the SOM and the SOM website. Additionally, SEA 04Z/04ZB is the approval for all Intermediate level changes to the SOM (see paragraph [5.2](#) and [Appendix 1](#)).

3.3 SOM Manager

The SOM Manager is the individual in SEA 04Z responsible for maintaining the SOM document, the SOM website and the SOM's supporting documents (paragraph [5.4](#)). Specific responsibilities include:

- serving as approval authority for all Minor changes (see paragraph [5.2](#) and [Appendix 1](#))
- making recommendations to SEA 04Z/04ZB for the classification of changes and necessary reviews
- maintaining the database of SOM references and hyperlinks
- maintaining the electronic directories of SOM master Word files and the conversion of those files to PDF and HTML formats
- conducting routine reviews of new and updated SOM references and hyperlinks and updating the SOM in accordance with this maintenance plan

- ensuring the timeliness of the user-submitted change process
- updating the SOM website ([Appendix 2](#)) with approved changes
- maintaining the Change Request Log ([Appendix 3](#)) and the Record of Changes ([Appendix 4](#))
- serving as the Technical Manual Maintenance Authority (TMMA) for the SOM and coordinating revisions to the SOM with the Technical Manual Program Manager (SEA 04L21)
- implementing changes to the SOM Training Course resulting from changes to the SOM
- directing contractor support for SOM maintenance functions

3.4 SUPSHIP SOM Point of Contact (POC)

Each SUPSHIP will assign a SOM point of contact (POC) to coordinate SOM-related activities with the SEA 04Z SOM Manager. This will primarily consist of assisting with the collection and adjudication of comments when proposed changes have been distributed to the SUPSHIPS for review and comment.

Note: SUPSHIP personnel are not required to submit SOM change recommendations via their command's SOM POC. All change recommendations should be made directly to the SEA 04Z SOM Manager via the SOM website.

4.0 Overview

As seen in Figure 1, this maintenance plan is designed around a semi-annual cycle for reviewing, approving, and publishing revisions to the SOM. Note that a “published revision” refers to the issuance of an updated SOM document with an incremented revision number. Published revisions to the SOM are recorded in the Technical Data Management Information System (TDMIS).

Note: At the end of the SOM revision cycle, SEA04Z/04ZB may defer publishing a revision based on the number and classification of approved changes. Approved changes, however, will be incorporated on the SOM website and incorporated in the Interim Draft for inclusion in the next revision cycle.

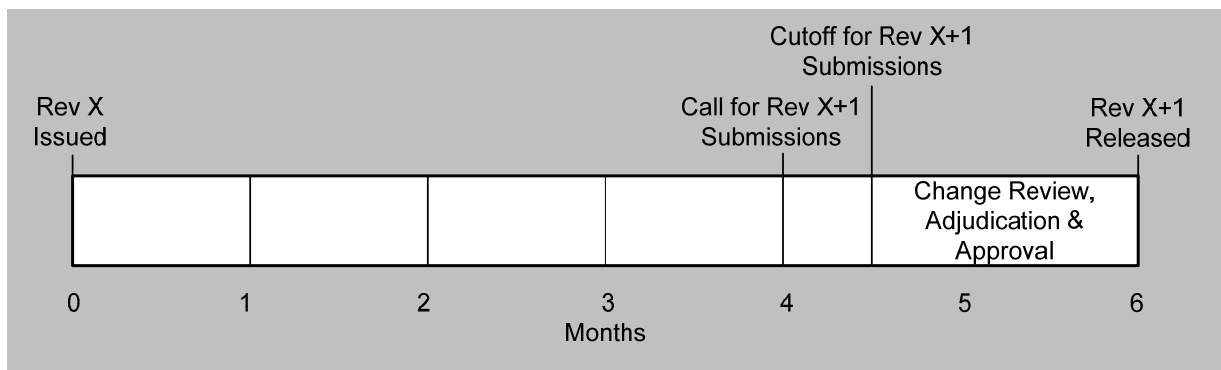


Figure 1: SOM Revision Cycle

This plan calls for:

1. Changes being submitted and accepted at any time in the review cycle.
2. A “Call for Changes” being sent to the SUPSHIPs and posted on the SOM website approximately two months prior to the next revision date. Additionally, the SOM Manager will send an e-mail to the SUPSHIP SOM POCs notifying them of the Call for Changes and the cut-off date for submissions.
3. A cut-off date approximately 45 days before the next revision date. Change requests received after this date may have to roll into the next revision cycle depending on the magnitude of the proposed change.
4. A six week period between the cut-off date and the revision date to permit review, adjudication of changes and approval of the revision.

In addition to the revision cycle, the SOM Maintenance plan provides for:

- Classification of changes into Minor, Intermediate, and Major change categories (see [Appendix 1](#)).
- Incorporation of minor and intermediate level changes to the SOM website as they are identified and approved. When directed by the SOM Manager, the PDF version of the SOM document will also be updated with approved changes and posted on the SOM website for downloading.
- Incorporation of major changes with the semi-annual release of a new revision.

5.0 Process for Maintaining the SOM

Maintaining the SOM consists of the following functions:

- identifying change requirements:
 - input from SOM users
 - monitoring and reviewing new and updated SOM references
 - validating SOM hyperlinks
- reviewing, adjudicating and approving change requests
- implementing changes to the SOM master document and SOM website
- maintaining the Change Request Log and the Record of Changes

Figure 2 below provides a graphical representation of the overall process. The remainder of this section describes this process in greater detail.

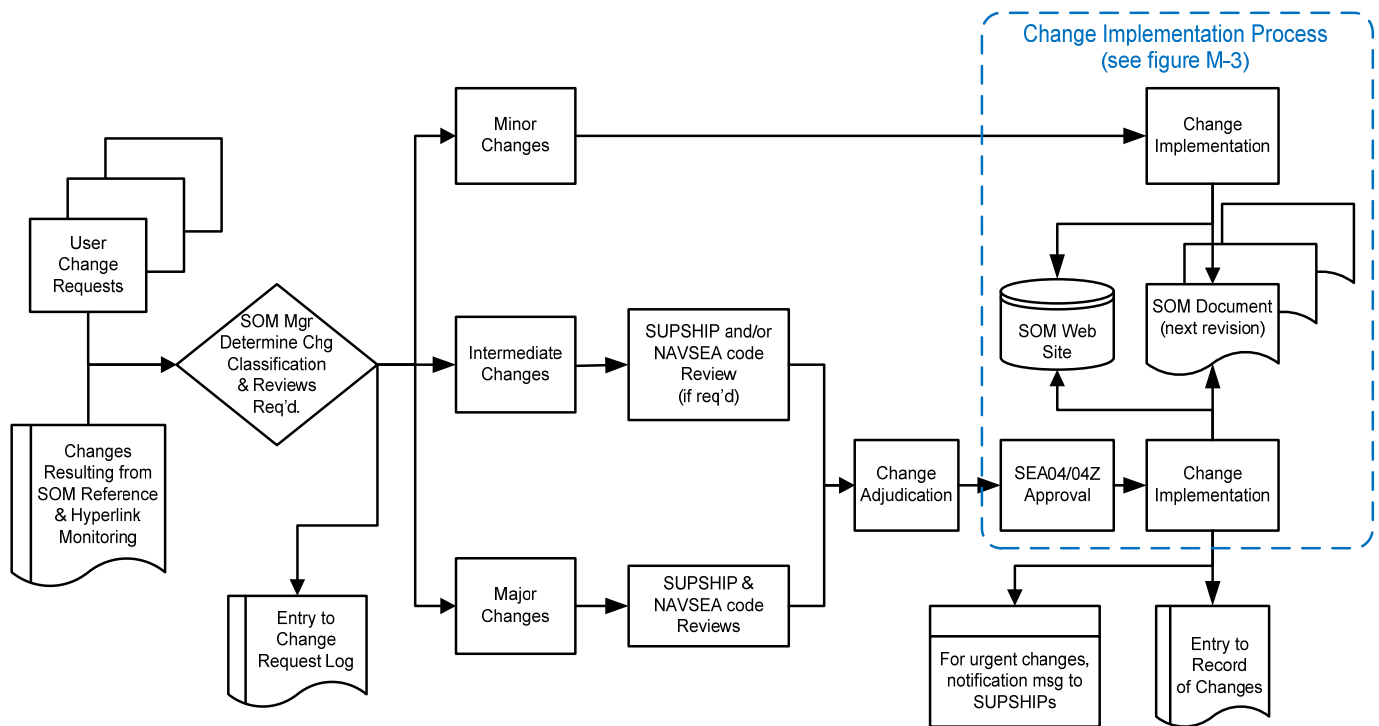


Figure 2: SOM Maintenance Process

5.1 Identifying Change Requirements

5.1.1 Input from SOM Users

Because SOM users are the primary source for identifying changes, this maintenance plan provides a simple process for submitting changes as well as a requirement for timely feedback to users on the status of their proposed changes. This feedback is intended to encourage user-submitted changes and ultimately make the SOM a more current and useful document. The following steps outline the user-submitted change process:

1. SOM users click on the "Submit Change" link on the SOM web page ([Appendix 2](#)) which calls up the [SOM Change Recommendation Form](#). Users fill out this form with their proposed change and contact information. When the users click on the "Submit" button, the change is sent by e-mail to the SOM Manager.
2. Within 3 business days of receiving a user change request, the SOM Manager will send an e-mail to the originator acknowledging receipt of the request.
3. The SOM Manager adds the change request to the Change Request Log ([Appendix 4](#), also available online at the SOM web page). This form identifies the date received, the requested change, the submitter's name, contact information and other entries for tracking the change submission. Note that although the Change Request Log is posted on the SOM website, the data entries for the submitter's name and contact information are omitted for privacy purposes.

4. Within 10 business days, the SOM Manager will contact the submitter with the status of the change request, including the classification of the change (see [Appendix 1](#)) and the planned action for reviewing and implementing the change.
5. Upon final resolution of the change, the SOM Manager will inform the submitter as to whether the input was accepted for incorporation and if so, when and how it will be implemented.

5.1.2 Monitoring and Reviewing SOM References

In order to keep the SOM current, it is important to establish a plan for monitoring and reviewing updates to the SOM's references, as well as checking new instructions that may be applicable to the SOM. This is a challenging task given that the SOM contains approximately 900 reference citations from more than 200 source documents. To manage this process, source documents have been grouped into categories. [Appendix 3](#) (SOM Reference Review Methodology) identifies these categories, lists the associated references, and provides the methodology to be used for each.

5.1.3 Checking SOM Hyperlinks

It is not uncommon for hyperlink web addresses to change as parent sites are modified. Accordingly, all SOM hyperlinks will be validated at least quarterly using software that automatically checks the validity of each hyperlink. Because correction of defective hyperlinks is considered a Minor change, the SOM Manager will update these hyperlinks without further review.

5.2 Reviewing, Approving and Implementing Changes

The process for reviewing, approving and implementing proposed changes is determined by the nature of the change. [Appendix 1](#) shows the table for classifying a proposed change based on how significantly it modifies the SOM's content. These change classifications are:

- **Minor:** a change that corrects typography, format, grammar, spelling, syntax, hyperlinks, or updates reference citations that do not affect the content of the SOM. These changes are approved by the SOM Manager and implemented in the SOM document and website without further review.
- **Intermediate:** a change necessitated by a new or revised reference that affects the SOM's content. Intermediate changes are assessed for their impact on the SOM and may require review by the SUPSHIPs and/or NAVSEA codes. They are approved by SEA 04Z/04ZB.
- **Major:** a change that has significant impact on the content of the SOM or that adds or modifies a large portion of the SOM's text, such as the addition of a new chapter. Major changes are approved by SEA 04/04B.

Utilizing the guidance provided in [Appendix 1](#), the SOM Manager performs the following actions to complete the process of reviewing, approving, and implementing changes:

1. Review change submission and determine the classification of the change. Consult with SEA 04Z/04ZB for cases in which the classification is unclear.

2. When required, pass the proposed change to appropriate activities for review and comment.
3. Adjudicate comments from reviewing activities and finalize proposed language for the change.
4. Obtain necessary change approvals.
5. Implement approved change to:
 - a. Interim Draft SOM (revision X+1). Apply change to affected Word chapter file in the Interim Draft. For Intermediate and Major changes, use margin bars and/or font attributes (color/highlight) to identify revisions.
 - b. SOM web page. Convert the affected Word chapter file to an HTML format and upload file to the SOM web page.
 - c. SOM PDF file. The SOM Manager will determine when it is necessary to update the SOM PDF file based on the number and nature of changes to be incorporated. Updating the PDF file consists of converting the collection of all chapter Word files into a single PDF file for the entire SOM. When updated, this file is loaded on the SOM website to make it available for downloading or viewing with Adobe Acrobat.
6. If 04Z determines that a change requires urgent SUPSHIP attention, the SOM Manager will prepare an advisory e-mail to the SUPSHIPS notifying them of the change.
7. Add the change to the SOM Record of Changes ([Appendix 5](#)). This form provides individual entries to show when changes have been incorporated in the Word files, the SOM website, and the SOM PDF file. A new Record of Changes will be started when a published revision to the SOM is released.

5.2.1 SOM Master Document

The SOM master document exists in three forms: the SOM Master Word document, the SOM Master PDF document, and the SOM Master HTML document. The SOM Master Word document consists of the individual Word files for the SOM's title page, preface and chapters. All SOM revisions are made to these individual Word documents; no changes are made directly to either the PDF or HTML files. The SOM Master PDF and HTML Document are generated by compiling and converting the Word files into the appropriate file type.

The SOM Manager maintains the following editions of the SOM master document in separate directories on the SEA 04Z share drive:

- Current SOM (Rev X) – this is the “as released” version of the most recently promulgated SOM in both Word and PDF formats. Once approved by SEA 04, this set of files is “locked” to prevent further edits.

- Interim Draft SOM (Rev X+1) – this is the collection of current SOM Word files (unlocked) that is updated with approved changes. At the completion of the semi-annual revision to the SOM, this collection of files will become the next version of the SOM.
- All previously promulgated revisions to the SOM in both Word and PDF formats.

In accordance with current Navy policy, page changes are no longer made to Navy technical manuals due to the time and effort required to enter these individual changes. Instead, the entire document is reissued under an incremented revision number.

5.2.2 SOM Web Page

The SOM web page ([Appendix 2](#)) consists of a large number of files that comprise both the SOM content and the images and pages necessary to create the web page. SOM content is provided in two forms on the web page; as HTML files for each chapter that provide for online viewing, and as a single PDF file that can be viewed or downloaded to a user's workstation. Because HTML files are loaded and displayed far more quickly than PDF files, they serve as the primary means for accessing the SOM. The PDF version loads more slowly, but gives users the ability to download the SOM onto their workstation or to view and search the document online using Adobe Acrobat. The online SOM will always be the most current version since it includes all approved changes. The PDF version will also be updated with approved changes, but only when justified by the number and nature of approved changes since the last update.

In addition to SOM content, the SOM web page also provides user access to the Change Request Log, the Record of Changes, the SOM Maintenance Plan, and a table of website links to the primary references used in the SOM.

5.2.3 Procedures for Updating the SOM and the SOM Website

Figure 3 below provides a graphical overview of the processes for creating the SOM web page (blue arrows), updating the SOM web page (yellow arrows), and completing the semi-annual revision (green arrows). As shown on the figure, each of these processes begins with the approval of the current version of the SOM Master Word Document.

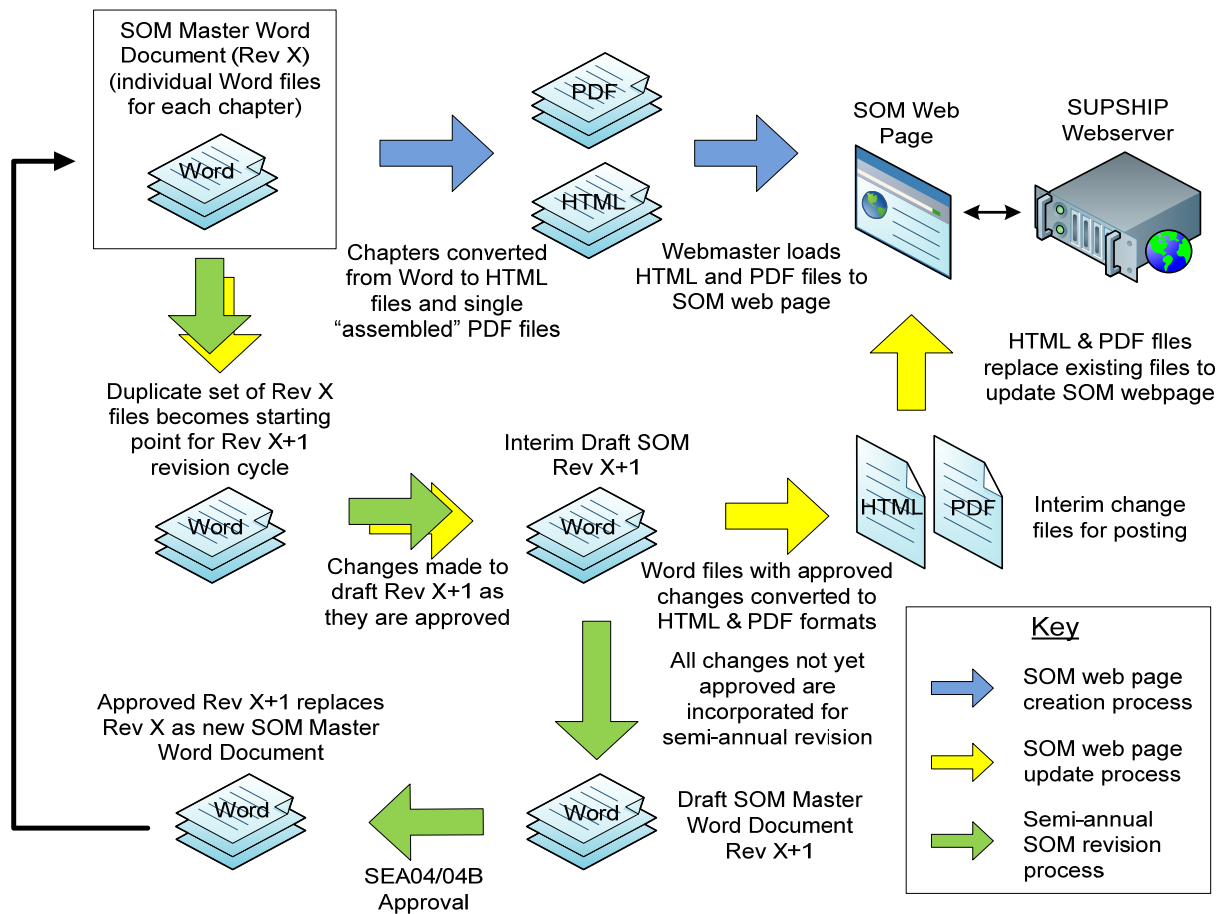


Figure 3: SOM Change Implementation Process

SOM Web Page Creation Process

Creating the SOM web page (blue arrows) begins with conversion and compilation of the SOM Master Word Document (Rev X) into HTML files for each chapter and a single “assembled” PDF file for the entire SOM document. The HTML files provide the primary SOM content for the SOM web page. The PDF file is available for downloading from the web page, or for viewing online using Adobe Acrobat Reader software.

Process for Updating the SOM Web Page

The first step in the SOM web page change process is the creation of a duplicate set of SOM Master Word document files. These files are updated as proposed changes are approved. In most cases, these changes will consist of Minor and Intermediate level changes, but may include urgent Major changes that have been approved by SEA 04/04B. The modified files become the Interim Draft of the next semi-annual revision to the SOM (Rev X+1). As changes are approved, the affected chapter Word files are converted to HTML format and loaded on the SOM web page. When determined necessary by the SOM Manager, SOM PDF file will be updated by converting the

collection of all chapter Word files into a single PDF file for the entire SOM and loaded on the SOM web page.

Semi-annual Revision Process

The semi-annual revision process incorporates all changes that have been submitted prior to the “Cutoff Date” for SOM revisions (see paragraph [4](#)). Because most approved Minor and Intermediate level changes have already been incorporated in the Interim Draft, this document becomes the starting point for the semi-annual revision. All proposed Major changes, as well as any other proposed changes that have not yet been included in the Interim Draft, are reviewed, adjudicated, approved, and incorporated in the Interim Draft. Once completed, the Interim Draft becomes the Draft SOM Master Word document for the next revision to the SOM. When approved by SEA 04/04B, the document is promulgated with the new revision number and the revision process for the document and web page begins again.

5.3 SOM Supporting Documents

The SOM supporting documents include the:

- SOM Change Request Log
- SOM Record of Changes
- SOM Editor's Guide
- SOM Reference and Hyperlink Database
- SOM Maintenance Plan (this document)

5.3.1 SOM Editor's Guide

The SOM Editor's Guide provides a common set of content, formatting, and style guidelines for creating and editing the SOM chapter files in Word. It is intended to provide consistent appearance and style, improve the readability of the SOM, and facilitate the development of the SOM as an online document. It also provides detailed instructions for the correct use of the “SOM_Chapter.dot” template and how to apply many of the automated features built into Word (e.g., automatic page and paragraph numbering, creation of hyperlinks, creation of tables of content, tables of figures, etc.).

5.3.2 SOM Reference and Hyperlink Database

The SOM reference and hyperlink database is a listing of all reference citations and hyperlinks by SOM chapter. It is generated by utilizing Replace Magic software to scan the directory containing all of the SOM's chapter Word files. The database is stored in an Excel spreadsheet that permits sorting the database by chapter, link title, or by hyperlink address. If a revision to one of the SOM's references is issued, this database identifies all locations where that reference appears. If a SOM hyperlink changes, the database not only shows where that hyperlink appears, but the Replace Magic software can update all occurrences of that hyperlink with the correct web address.

5.3.3 Change Request Log

The Change Request Log, [Appendix 4](#), is used by the SOM Manager to record and track the status of all submitted change requests. Each change request is assigned a unique Change Request Identifier that shows the calendar year of the submission and a sequence number (i.e., 08-001

represents the first change submission for CY 2008). The associated spreadsheet for this log permits sorting all submissions by paragraph number in order to identify duplicate changes and aid in the adjudication of different change recommendations for the same paragraph.

5.3.4 Record of Changes

The Record of Changes ([Appendix 5](#)) identifies approved changes that have been incorporated in the:

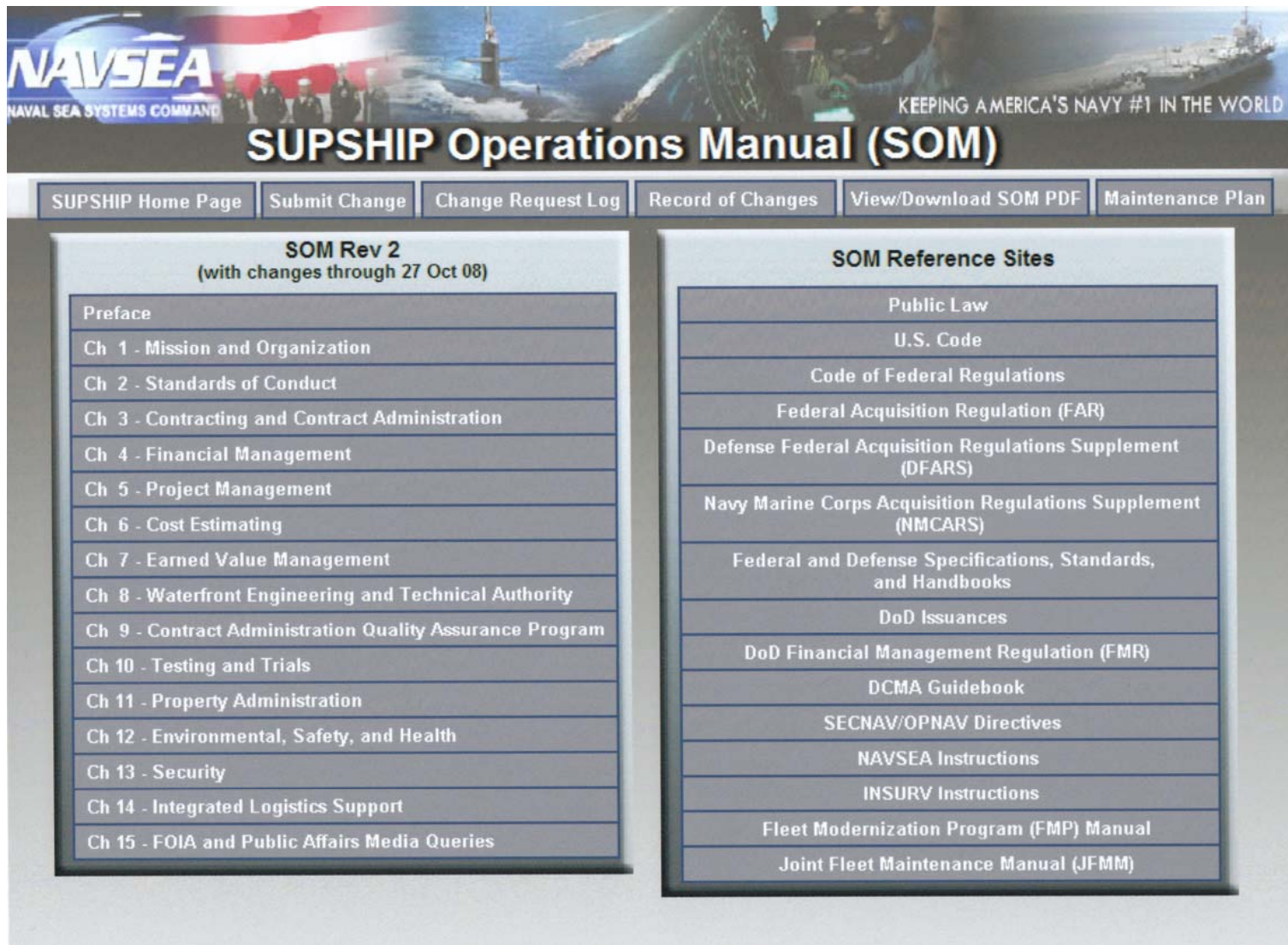
- online SOM (HTML files)
- Interim Draft (Word files)
- PDF file of the entire SOM

In addition to the listing in the record of changes, margin bars and/or font attributes (color/highlight) are used for Intermediate and Major changes.

Appendix 1: Classification of SOM Changes

	Minor	Intermediate	Major
Description of change	Correction of typos, misspellings, grammar, syntax, format or hyperlinks. May also include updating reference citations that have no affect on SOM content.	Changes resulting from new or updated references that have a moderate affect on SOM's contents (i.e., no significant change to SUPSHIP requirements or responsibilities).	Changes that have significant affect on the content, direction, or scope of the SOM, such as changes that affect SUPSHIP responsibilities or requirements imposed on the SUPSHIPS.
Comment & Review	SOM Manager	NAVSEA/SUPSHIPS if required by SEA 04Z/04ZB	NAVSEA & SUPSHIPS
Approval Authority	SOM Manager	SEA 04Z/04ZB	SEA 04/04B
Implementation of Change to Published SOM Document	Change will be held for incorporation at next semi-annual revision. Changes will be listed in Record of Changes.	Change will be held for incorporation at next semi-annual revision. Changes will be listed in Record of Changes.	Change will be held for incorporation at next semi-annual revision. Changes will be listed in Record of Changes.
Implementation of Change to SOM Website	Website will be updated upon approval of change.	Website will be updated upon approval of change. Changes will be identified by text feature (e.g., font color, highlighted text) and listed in Record of Changes.	Website will be updated upon approval of change. Changes will be identified by text feature (e.g., font color, highlighted text) and listed in Record of Changes.

Appendix 2: SOM Website



The image is a screenshot of the NAVSEA SUPSHIP Operations Manual (SOM) website. At the top, there is a banner with the NAVSEA logo on the left, a central image of a naval ship, and the text 'KEEPING AMERICA'S NAVY #1 IN THE WORLD' on the right. Below the banner, the title 'SUPSHIP Operations Manual (SOM)' is prominently displayed. Underneath the title, there is a navigation bar with several buttons: 'SUPSHIP Home Page', 'Submit Change', 'Change Request Log', 'Record of Changes', 'View/Download SOM PDF', and 'Maintenance Plan'. The main content area is divided into two columns. The left column is titled 'SOM Rev 2 (with changes through 27 Oct 08)' and contains a list of 15 chapters, from 'Preface' to 'Ch 15 - FOIA and Public Affairs Media Queries'. The right column is titled 'SOM Reference Sites' and contains a list of 15 reference links, from 'Public Law' to 'Joint Fleet Maintenance Manual (JFMM)'.

NAVSEA
NAVAL SEA SYSTEMS COMMAND

KEEPING AMERICA'S NAVY #1 IN THE WORLD

SUPSHIP Operations Manual (SOM)

[SUPSHIP Home Page](#) [Submit Change](#) [Change Request Log](#) [Record of Changes](#) [View/Download SOM PDF](#) [Maintenance Plan](#)

SOM Rev 2 (with changes through 27 Oct 08)

Preface
Ch 1 - Mission and Organization
Ch 2 - Standards of Conduct
Ch 3 - Contracting and Contract Administration
Ch 4 - Financial Management
Ch 5 - Project Management
Ch 6 - Cost Estimating
Ch 7 - Earned Value Management
Ch 8 - Waterfront Engineering and Technical Authority
Ch 9 - Contract Administration Quality Assurance Program
Ch 10 - Testing and Trials
Ch 11 - Property Administration
Ch 12 - Environmental, Safety, and Health
Ch 13 - Security
Ch 14 - Integrated Logistics Support
Ch 15 - FOIA and Public Affairs Media Queries

SOM Reference Sites

Public Law
U.S. Code
Code of Federal Regulations
Federal Acquisition Regulation (FAR)
Defense Federal Acquisition Regulations Supplement (DFARS)
Navy Marine Corps Acquisition Regulations Supplement (NMCARS)
Federal and Defense Specifications, Standards, and Handbooks
DoD Issuances
DoD Financial Management Regulation (FMR)
DCMA Guidebook
SECNAV/OPNAV Directives
NAVSEA Instructions
INSURV Instructions
Fleet Modernization Program (FMP) Manual
Joint Fleet Maintenance Manual (JFMM)

Appendix 3: SOM Reference Review Methodology

Reference Category	Type of Reference	Monitoring & Review Methodology
Law/Executive Level Guidance	Public Law U.S. Code Code of Federal Regulations OMB Guidance	<u>Not monitored.</u> These SOM references generally show the legal basis for other directives, do not change frequently, and are usually reflected in other DoD or Navy directives.
DoD Directives	DoD Directives DoD Instructions DoD Manuals Mil-Stds Mil-Specs Mil-Hdbks	<u>Routinely monitored.</u> SEA 04Z is on automatic e-mail notification for new and updated DoD directives. Upon receipt, the new directives are reviewed for applicability to the SOM; updated directives are checked against the SOM Reference and Hyperlink Database to determine if a SOM change is required.
Navy Directives	SECNAV OPNAV NAVSEA Tech manuals Fleet directives INSURV directives	<u>Routinely monitored.</u> SEA 04Z is on automatic e-mail notification for new and updated SECNAV and OPNAV directives. Upon receipt, the new directives are reviewed for applicability to the SOM; updated directives are checked against the SOM Reference and Hyperlink Database to determine if a SOM change is required. For NAVSEA, the online instruction listing is review quarterly for updates. For other Navy directives, websites for these activities are reviewed at least semi-annually for new and updated directives.
Acquisition Directives	FAR DFARS NMCARS NCH DCMA guidance	<u>Routinely monitored.</u> These references are reviewed at least quarterly for updates via online access (NCH updates will be provided by SEA 02).
Commercial Guidance	ANSI ANSI/EIA ISO NSTR NFPA	<u>Routinely monitored.</u> Those commercial standards that are available online (either directly or via the IHS website) are reviewed semi-annually. Those that must be purchased by the government are not reviewed.

Appendix 4: SOM Change Request Log

SOM Change Request Log (columns shown in yellow are not included in online version)																				
Change Request Number	Page Number	Paragraph Number/ Location	Comments/Changes/Defective or Missing Hyperlinks (Please include the web site to be used for any missing hyperlinks.)	Submitter's Name	Submitter's Phone #/ E-mail	Submitter Activity	Date Received	Action/ Comments	Reply Message Sent	Status Message Sent	Final Action Message Sent	Planned Rev Nr.	Change Class.	04Z Review	SUPSHIP Review	NAVSEA Code Review	SEA04 Approval	SOM Web Site Updated	SOM Document Updated	
8-017																				
8-018																				
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8-067																				

Appendix 5: SOM Record of Changes

SOM Record of Changes (by chapter)										
Chapter	Revision	Change Request Number	Date	Page	Paragraph/ Location	Change	Classification 1 - Minor 2 - Intermediate 3 - Major	Word file Updated	PDF file Updated	Website Updated
General										
Preface	2.00									
1	2.00									
2	2.00									
3	2.00									
4	2.00									
5	2.00									
6	2.00									
7	2.00									
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